

GUIDE

INTERIOR FINISHINGS FOR SINGLE FAMILY AND TWO FAMILY DWELLINGS

GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

This guide is intended to compliment the following brochures:

- Building Permit and Inspections; and
- Application Requirements – Minor Projects.

SECONDARY SUITES

If you are proposing to build a **secondary suite** or bring an existing secondary suite into compliance, please refer to our brochure entitled Secondary Suites. Secondary suites have additional building code requirements that you should be aware of.

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).
- Existing portions of the home that are interconnected or share common utilities such as duct work, plumbing and structural components may have to be upgraded.

PERMIT SPECIFIC REQUIREMENTS

- Complete sets of floor plan drawings (existing and proposed) in a minimum format of 24" x 36" at a scale of 1/4"=1':
 - * Two (2) for single family;
 - * Three (3) for two family.
- Site Plan at a scale of 1/8"=1'.
- Land Title Document.
- Roof Plan - if changed
- Elevation plan(s) - if interior work changes exterior finishes and openings
- Construction details
- Cross section(s) – if structural elements are changed

FEES

Based on the value of work proposed, fees outlined in the City of Coquitlam's Fees and Charges Bylaw will be collected as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

INSPECTIONS

Complete information on inspections can be found on our Inspections page.

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.

SEE NEXT PAGE FOR AN EXAMPLE

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.

Drawing is on PDF version